



NATIONAL INSTITUTE OF PLANTATION MANAGEMENT

RESERVATION REQUEST

01. Organizer/.....
 Organization.....
02. Title of the Programme

03. Address:.....
04. Telephone No:..... Fax No:.....
 E-mail :.....
05. Contact Person of the Organization:.....
 Telephone No:..... Mobile No:.....
06. Participants Status (Category):.....
07. No. of Participants:
09. No. of days: From: To:
10. Facilities Required.

| Lecture Halls | Seating capacity | Amount Rs. (per day) 07 hours | Additional hours | Required Date/s | Required Time | |
|------------------------|------------------|-------------------------------|------------------|-----------------|---------------|----|
| | | | | | From | To |
| Auditorium with A/C | 150 | 10,000 | 1,000 | | | |
| Auditorium without A/C | 150 | 5,000 | 600 | | | |
| Lecture Hall No 01- A | | | | | | |
| Lecture Hall No 01- B | | | | | | |
| Lecture Hall No 02 | 60 | 4600 | 600 | | | |
| Lecture Hall No 03 | 30 | 4000 | 500 | | | |

11. (A) Facilities Free of Charge in Lecture Halls/Auditorium: *PA system, Oil lamp, Magi Board, Flip chart Board and Podium*
- (B) Computer Lab (20 Nos. Computers)

| Description | Rates |
|-------------------------------|------------|
| Computer Lab (Per day) | Rs. 4500/- |
| One computer (Per day 07 hrs) | Rs. 500/- |
| Each additional hour | Rs.100/- |
| Refundable Deposit | Rs. 4000/- |

| | Qty | Date | Time (From – To) |
|---------------------------|-----|------|-------------------|
| No. of computers required | | | |

(C) Accessories

| Accessories | Date | Time (From – To) |
|-----------------------------|------|-------------------|
| Multimedia Rs.600/- per day | | |

12. Accommodation

| | Dates | No. of Participants | Male | Female |
|---------------------------------------|-------|---------------------|------|--------|
| Non A/ C rooms – Rs. 300/- per person | | | | |
| A/ C rooms – Rs. 1000/- per person | | | | |

13. Requirement of Meals / Tea with Snacks for the Participants

| Date | Bed Tea No. of Participants (Rs. 40/-) | Breakfast No. of Participants (Rs.140/-) | Morning Tea with Short Eats No. of Participants (Rs. 80/-) | Lunch No. of Participants (Rs. 370/-) | Evening Tea with Short Eats No. of Participants (Rs. 80/-) | Additional Tea (If required) No. of Participants (Rs. 40/-) | Dinner No. of Participant (Rs. 370/-) |
|------|--|--|--|---|--|---|---|
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

Indicate the required Time

| Time | Bed Tea (6.00 a.m-6.30a.m) | Breakfast (7.00 a.m- 8.00a.m) | Morning Tea (10.00 a.m-10.30a.m) | Lunch (12.00 noon-01.00 p.m) | Evening Tea (02.45 p.m-3.15p.m) | Additional Tea | Dinner (7.30 p.m-8.30p.m) |
|------|-------------------------------|----------------------------------|-------------------------------------|---------------------------------|------------------------------------|----------------|------------------------------|
| | | | | | | | |

.....
Signature

.....
Date

For Office Use

1. Recommended to conduct the programme

.....

Coordinator of the outside Programmes

2. Approved to conduct the programme

.....

Head- Training Division

NATIONAL INSTITUTE OF PLANTATION MANAGEMENT

Terms & Condition of hiring Auditorium/Lecture Halls and Accommodation facilities

01. 75% of the estimated charges to be paid within 03 days prior to the date of the Programme. Balance to be paid at least 10 days after the event. Cheques to be drawn in favour of "***Director, National Institute of Plantation Management***".
02. The above reservation is liable for cancellation by giving you 07 days notice if circumstance warrants the use of the facility by NIPM.
03. Any damages or losses to the NIPM properties, the estimated amounts of the NIPM will be the final & conclusion.
04. The Department/organization/person hiring accommodation shall be responsible for the careful use of the building, furniture, equipment etc. and any losses or damages caused during period.
05. Catering by outsiders will not be allowed within the Institute premises.
06. Serving refreshments inside the Auditorium or Lecture hall is not permitted.
07. The catering will be available only during the periods of mentioned below :

| | | | |
|-------------|------------|---|-----------|
| Bed Tea | 6.00 a.m | - | 6.30 a.m |
| Breakfast | 7.00 a.m | - | 8.00 a.m |
| Morning Tea | 10.00 a.m | - | 10.30 a.m |
| Lunch | 12.00 noon | - | 1.00 p.m |
| Evening Tea | 2.45 p.m | - | 3.15 p.m |
| Dinner | 7.30 p.m | - | 8.30 p.m |
08. Capacity of the main dining hall is for about 80 Persons only.
09. Using of liquor inside of the premises is prohibited
10. Reporting to the premises of the Intitule will not be allowed after 10.00 p.m
11. The coordinator of the programme could be able to communicate with the Institute's coordinator with regard to the any matter which related to the facilities provided by the Institute.